



EMPLOYMENT OPPORTUNITY

**WORKING TITLE: SCDD AREA BOARD III, ADVOCACY SERVICES COORDINATOR,
½ TIME POSITION LOCATED IN YUBA CITY, CA
CLASS TITLE: COMMUNITY PROGRAM SPECIALIST I
Final Filing Date: UNTIL FILLED
Released: December 20, 2004**

AGENCY FUNCTION:

The State Council on Developmental Disabilities is primarily a federally funded state agency, with the responsibility to plan for and monitor services for people with developmental disabilities. These functions are defined in Division 4.5 of the California Welfare and Institutions Code and Public Law 106-142.

GENERAL DUTIES OF THE POSITION:

The Advocacy Services Coordinator position is under the general direction of the Executive Director of the Area Board on Developmental Disabilities. The position is responsible for the provision of advocacy services to individuals with developmental disabilities residing in state developmental centers. These duties include, but are not limited to, recruiting volunteers to provide advocacy services; screening volunteers and ensuring that fingerprint and background checks are conducted via the state developmental center; obtaining and providing training for volunteer advocates; matching advocates with appropriate state developmental center residents; providing direction, supervising and monitoring advocates, and evaluating services provided; and maintaining management information system, developing reports, and keeping the area board Executive Director informed on the status of the services provided, emerging issues, and overall implementation of the program.

DESIRABLE QUALIFICATIONS:

- Experience in the developmental services system
- Planning, public relations and community organizational skills
- Situational analysis and general project management skills
- Good interpersonal skills.

SELECTION CRITERIA: Applicants must be eligible through lateral transfer, currently at the Community Program Specialist I level or have list eligibility for appointment to this classification. Applications will be screened and only the most qualified candidates will be interviewed. If interested, please submit a completed State application (STD. Form 678) and resume to:

State Council on Developmental Disabilities Area Board III
1507 21st. Street, Suite 220– MS 19-38
Sacramento, CA 95814
ATTN: Michael Rosenberg
(916) 324-7426